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CIA RECORDS MANAGEMENT BOARD

4 January 1972

MEMORANDUM FOR: Records Board Members

SUBJECT : First Draft -- Semi-Annual Report

1. Attached for your review is the first draft of the January 1972 Semi-Annual Board Report to the Executive Director-Comptroller.

2. I have included the several major topics reported to me, but now, this draft must be shortened and significant details of interest to Top Management highlighted. Therefore, I am asking each member to wear his Agency hat and edit this draft as he sees appropriate.

3. Please return your edited version to me at 702 Magazine Building by the Close of Business Wednesday, 5 January. I shall then develop draft two. If necessary we shall meet for a final discussion of that draft either late this week or early in the next.



25X1A

Chairman

Attachment

Draft - 28 Dec. 1971

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